



Job Description

Public Works Director

Position: Public Works Director
Reports to: Mayor/ City Administrator
Salary: Per Ordinance
Employment: Full Time

Job Purpose

Plans, organizes and directs operations of the Public Works Department/ Building and Street Departments. Serves as advisor to the Mayor/City Administrator and Board of Aldermen. Supervises all employees of Public Works Department. Communicates effectively with citizens questions and complaints.

Responsibilities:

- Prepares, assists Mayor/ City Administrator and City treasurer with department budget.
- Directs and supervises the maintenance of City Complex and its buildings, City Roadways, sidewalks, bridges, right of way work, fleet and city equipment.
- Ensures City Municipal Complex and its buildings are ADA compliant.
- Manages sewer lateral program.
- Coordinates and directs departmental functions.
- Assesses design and engineering requirements of the city and consults with City Engineer.
- Inspects equipment, buildings and right of ways to determine maintenance needs
- Maintains departmental records, time sheets, employee performance evaluations, work order reports, manages staff and makes recommendations for hiring and dismissing employees.
- Prepares bid specifications for major equipment, service contracts etc.
- Prioritizes departmental operations.
- Oversees residential/commercial inspections, permits and code enforcement.
- Consult with Planning & Zoning Commission responsible for public works project development reporting, and inspections to provide safe and well-maintained aspects of all public works.
- Establish within city policy appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Performs other duties and functions as required or assigned within the area of expertise or scope of the position.
- Represent the Public Works Department to other city departments, elected officials and outside agencies.
- Explain, justify and defend Public Works Department programs, policies and activities, negotiates and resolves sensitive and controversial issues with public.

Requirements:

- Graduation from high school or equivalent with supplemental vocational or trade school courses. 5-10 years of experience in Public Works field. Valid driver license is required.
- Mental – Establishes and maintains effective working relationships with others. Able to follow oral and written instructions. Can effectively organize and prioritize work. Able to work independently. Ability to apply practices effectively used in Public Works. Communicates with the public.
- Physical – Position is occasionally sedentary in nature but requires the following abilities. Has strength and dexterity to operate and drive heavy machinery and equipment, hand tools, and power tools. Able to lift and carry up to 100 pounds for short distances. Must have good hand eye coordination. Must be capable of performing strenuous work under inclement weather conditions. Must be capable of operating and/or carrying some equipment for long periods of time. Able to work from heights. Able to walk up to five miles per day. Able to stoop, bend, climb, and crawl as needed to adequately perform daily tasks.
- Works mostly in all weather conditions...hot, cold, rain, snow. Responds to emergency calls outside of normal working hours for snow removal and other issues as needed.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operations of the Public Works Department.

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You may apply online at <https://www.cityofbn.com/administration/job-openings> or resumes and applications may also be mailed or dropped off at the Bellefontaine Neighbors City Hall, 9641 Bellefontaine Road, St. Louis, MO 63137 or emailed to jthomas@cityofbn.com